Create Pre-Pay1 Insurance Deduction

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
6/7/2005	Dorie Schmeling	Draft
6/7/2005	Susan Sparks	SME review
6/20/05	Heather Hanson	Training review
6/28/05		Agency review
7/5/05	Peggy Graves	Testing review

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Purpose

Use this procedure to establish a medical deduction prior to benefits being established in Pay1. This is a two-step, optional procedure to ensure consistency in the employee's paycheck deductions.

Trigger

Perform this procedure to manually take the medical deduction when a new employee is not yet set up in Pay1 (last minute process) or payroll is going to run before Pay1 synchronizes new employee records with HRMS.

If **no** manual adjustments are made, HRMS will **not** take any medical deductions in the **first** pay period (10th) and will take a **double** deduction in the **second** pay period (25th) to rectify the underpayment for that month.

If a manual deduction **is** created on the 10th payroll using this procedure, you must also create a manual **credit** for the same amount in the **next** payroll period (25th). When HRMS runs the next payroll, (after the employee is established in Pay1 and records are synchronized,) it will not 'see' that the medical deduction **was** taken manually and will take a double deduction to rectify the 'underpayment'. Therefore a manual credit offsets the HRMS double deduction.

Prerequisites

- New employee is established in HRMS but not yet set up in Pay1, or.
- Pay1 will not synchronize with HRMS before payroll is run.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.

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Message Type	Description
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

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Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

Maintain HR Master Data

2. Complete the following field:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique, identifying number.
		Example: **20000514**

3. Click ✅ (Enter) to validate the information.

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Maintain HR Master Data

4. Click the Payroll tab.

Maintain HR Master Data

5. Click the gray box to the left of Additional Payments to select.

6. Click (Create) to create a new record.

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Create Additional Payments (0015)

7. In the **Wage type** field, click ⊡ (Matchcode) to open the selection list.

Wage Types for Infotype "Additional Payments" (1) 287 Entries Found

WT	Wage Type Long Text	Start Date	End Date
2959	TEAMSTERS LOCAL #117 ADJ	01/01/1900	12/31/9999
2963	UF & CW LOCAL 1001 ADJ	01/01/1900	12/31/9999
2964	WA ASSN PROF BIOLGST ADJ	01/01/1900	12/31/9999
2966	WSCLA ADJ	01/01/1900	12/31/9999
2977	Lodging (Deposit)	01/01/1900	12/31/9999
2978	Meals	01/01/1900	12/31/9999
2979	Recoup for loaned objects	01/01/1900	12/31/9999
2983	Health Adjustment Pretax	01/01/1900	12/31/9999
2984	Health Adjustment Posttax	01/01/1900	12/31/9999
2985	Medical Advance	01/01/1900	12/31/9999
2986	Delete	01/01/1900	12/31/9999
2987	Arrears to DRS subj W/H	01/01/1900	12/31/9999
2988	Restore to DRS	01/01/1900	12/31/9999
2989	Arrears to treas W/H Def	01/01/1900	12/31/9999
2990	Veba TST/ REHN&Associates	01/01/1900	12/31/9999
2991	Excise Tax to DSHS	01/01/1900	12/31/9999
2992	Delete	01/01/1900	12/31/9999
2993	Delete	01/01/1900	12/31/9999
2994	Excise tax to Dept of Rev	01/01/1900	12/31/9999

287 Entries Found

8. Perform one of the following:

If	Then
The health plan deduction is pre-tax	Select **2983 Health Adjustment Pretax**
The health plan deduction is post-tax	Select **2984 Health Adjustment Posttax**

9. Click ☑ (Copy) to accept.

Create Additional Payments (0015)

10. Complete the following fields:

Field Name	R/O/C	Description
Amount	R	The health plan **deduction** for the pay period. **Example:** 12.50

Field Name	R/O/C	Description
Date of origin	R	A date within the pay period for the applicable pay period. **Example:** 6/15/2005 When choosing the **Date of origin,** enter a date within the pay period for which the check will be run. **Example:** For payroll on the 25th of the month, enter a date between the 1st and 15th of the same month. For payroll on the 10th of the month, enter a date between the 16th and EOM (End of the previous month). This ensures that the medical deduction is taken from the correct paycheck.

11. Click ✅ (Enter) to validate the information.
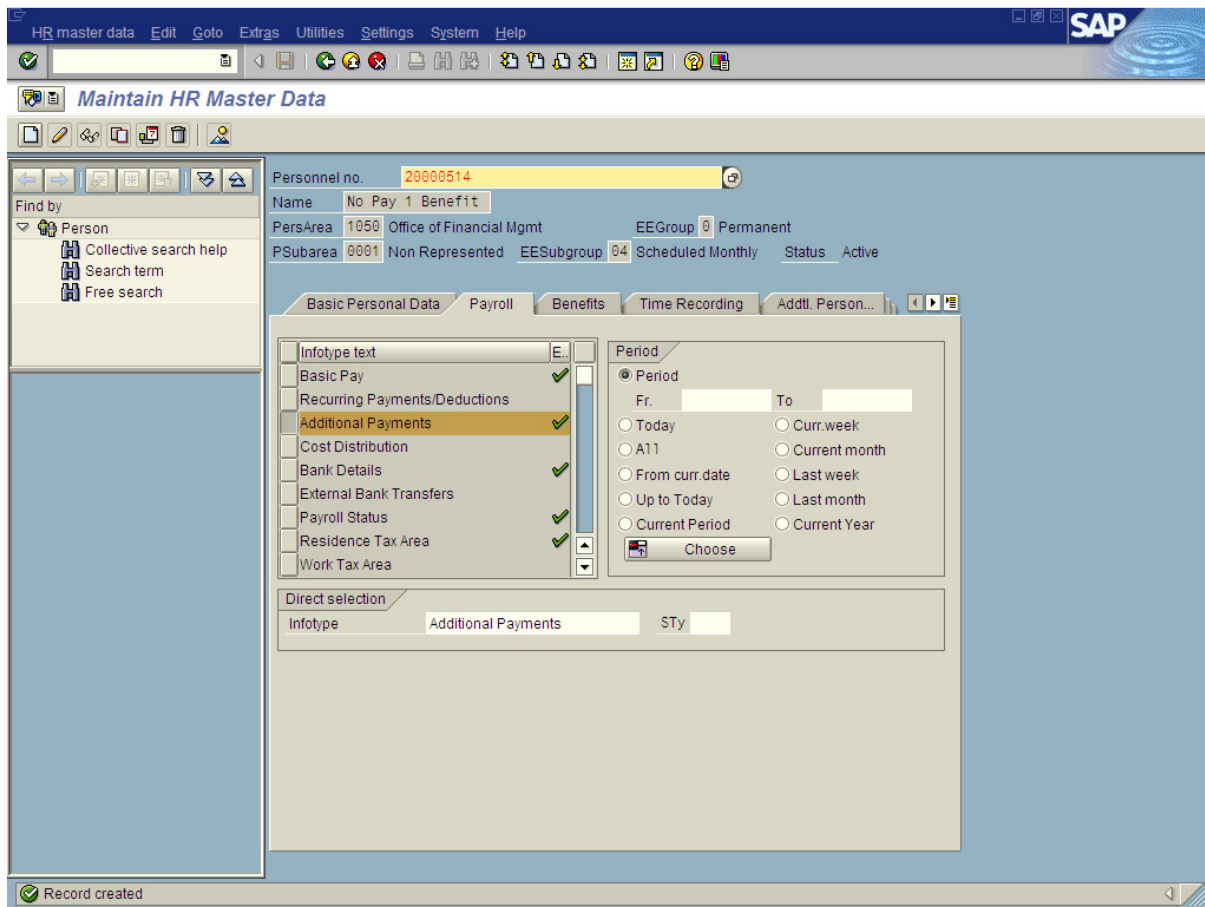
12. Click 💾 (Save) to save.

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13. Click ☐ (Create) to create a new record.

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Create Additional Payments (0015)

14.   In the **Wage type** field, click 🔲 (Matchcode) to open the selection list.

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WT	Wage Type Long Text	Start Date	End Date
2959	TEAMSTERS LOCAL #117 ADJ	01/01/1900	12/31/9999
2963	UF & CW LOCAL 1001 ADJ	01/01/1900	12/31/9999
2964	WA ASSN PROF BIOLGST ADJ	01/01/1900	12/31/9999
2966	WSCLA ADJ	01/01/1900	12/31/9999
2977	Lodging (Deposit)	01/01/1900	12/31/9999
2978	Meals	01/01/1900	12/31/9999
2979	Recoup for loaned objects	01/01/1900	12/31/9999
2983	Health Adjustment Pretax	01/01/1900	12/31/9999
2984	Health Adjustment Posttax	01/01/1900	12/31/9999
2985	Medical Advance	01/01/1900	12/31/9999
2986	Delete	01/01/1900	12/31/9999
2987	Arrears to DRS subj W/H	01/01/1900	12/31/9999
2988	Restore to DRS	01/01/1900	12/31/9999
2989	Arrears to treas W/H Def	01/01/1900	12/31/9999
2990	Veba TST/ REHN&Associates	01/01/1900	12/31/9999
2991	Excise Tax to DSHS	01/01/1900	12/31/9999
2992	Delete	01/01/1900	12/31/9999
2993	Delete	01/01/1900	12/31/9999
2994	Excise tax to Dept of Rev	01/01/1900	12/31/9999

287 Entries Found

15. Perform one of the following:

If	Then
The health plan deduction is pre-tax	Select **2983 Health Adjustment Pretax**
The health plan deduction is post-tax	Select **2984 Health Adjustment Posttax**

16. Click ☑ (Copy) to accept.

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Create Additional Payments (0015)

Complete the following fields:

Field Name	R/O/C	Description
Amount	R	The health plan **credit** for the next pay period to adjust the double-deduction that the system will take. **Example:** –12.50
Date of origin	R	A date within the pay period for the applicable pay period. **Example:** 6/30/2005 When choosing the **Date of origin**: Medical deductions taken on the 10th of the month payroll, apply to the 16th through the end-of-the-previous-month pay period. Medical deductions taken on the 25th of the month payroll, apply to the 1st through the 15th of the month pay period.

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17. Click (Enter) to validate the information.

18. Click (Save) to save.

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Maintain HR Master Data

19. Click (Overview) for an overview of all actions associated with the 0015 infotype and to review the deduction and credit you have just scheduled.

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List Additional Payments (0015)

20. You have completed this transaction.

Result

You have entered a one-time insurance deduction for the next payroll and a one-time credit to adjust the double deduction that will occur in the following pay period.

Comments

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